



RECORDS SEARCH PROCEDURE

The City of Riverside Fire Department has an ongoing commitment to provide the highest quality service possible to the public it serves. The following guide has been prepared to assist customers when requesting a records search.

1. All requests are to be in writing on company letterhead. Fax copies are acceptable. The Fire Department fax number is **(951) 826-2539** or email the request to **cmitchell@riversideca.gov**.
2. The request should list the name, address, and a phone number where the response is to be directed.
3. The request must state the specific site address(s) and business name (when applicable).
4. Be specific with regards to the information requested. A written response listing the findings of the record search will be mailed within 10 working days.
5. An invoice, prepared by the City of Riverside Finance Department, will follow for services rendered. The fee schedule is as follows:
 - One hundred thirty two dollars (\$132.00) per hour by Inspector and sixty four dollars (\$65.00) per hour by Clerk - hourly portions are prorated.
 - Copy cost is sixty cents (\$.60) for the first page and ten cents (\$.10) for each additional page.
 - **The request must state that you are aware that there is a fee for a records search.**

Please note: The County of Riverside Department of Environmental Health has administered the Underground Storage Tank program in the City of Riverside since 1989. They also maintain soil contamination as well as hazardous waste records. Their telephone number is (951) 358-5055.